

- E. School bus operators shall be paid overtime wages, as set forth in Section III.
- F. Nonexempt transportation department employees shall be paid overtime wages.

III. Overtime wage calculations for school bus operators

A. For the purpose of determining the overtime rate for school bus operators and attendants, their hourly rates shall be calculated as follows: (Annual salary including tax supplements divided by the number of scheduled days per school year divided by 4 hours/day = hourly rate.) This hourly rate is to be used only to determine their overtime rate and in no way is to affect the pay they receive for regular routes. Pay for their regular routes will continue to be paid from the salary schedule approved by the Board.

B. When driving for extra bus trips or additional routes, school bus operators shall be paid at their regular hourly rate determined above for hours between the amount recorded for that week on their regular bus route and 40 hours. Drivers can legally only drive 10 hours during any 24-hour period; however, except on overnight trips, time for pay purposes for trips which begin before 4:00 p.m. and last past 4:00 p.m. shall start at the time the bus operator's regular route is customarily completed on the day of departure and continue until the bus is returned to the storage area and cleaned up from the trip.

\* In the case of the extra bus trips that are overnight the time paid will be determined as follows:

\* Paid time for overnight trips will be calculated by subtracting the time the school bus operator spent driving on his/her regular route each day from the number of hours between the time of departure on the trip and 10:00 P.M. The resultant hours will be considered hours of work for pay purposes; however, the overtime rate will not be paid until the weekly limit of 40 hours is exceeded. If an extra bus trip results in the regular route later in the week requiring overtime pay because the 40 hours will be exceeded, the overtime rate will be charged to the extra bus trip sponsor as part of its reimbursable cost. Additionally, on overnight trips, school bus operators shall receive reimbursement from the sponsoring organization for meals equivalent to the state approved rate for meals and the sponsor shall be required to furnish a private motel room for the school bus operators.

IV. Nonexempt employees serving as coaches and sponsors

A. No employee of the Morehouse Parish School Board may serve as a coach or sponsor of any extracurricular activity unless that individual is employed as a teacher by the Morehouse Parish School Board. Notwithstanding the immediately preceding provision, any current nonexempt employee who is employed as a coach or sponsor of an extracurricular activity and who is not a teacher, may continue in that extra position so long as his or her service is not interrupted. This policy does not prohibit the employment of a coach under the Coaches' Educational Certification Program who has met all requirements of the Louisiana High School Athletic Association and is eligible under its

## PURCHASING & BIDS AND QUOTATIONS

All purchasing for the school system to be paid from public funds shall be made by the Superintendent or his/her designee in conformance with existing regulations and procedures of the Morehouse Parish School Board and the laws pertinent to state and federal agencies. Budget allocations for specific purposes shall constitute advance School Board approval for all purchases except in such cases as state law or School Board policy may require. No debt shall be contracted in the name of the Morehouse Parish School Board without action by the School Board, except those items which are provided for in the regular budget. Purchases shall be made at the lowest possible cost to the School Board consistent with specifications of quality and service. Purchase orders must be generated for all purchases of \$500.00 or more and attached to the invoice at the time of payment.

Each principal shall assure that purchases by the individual school shall be made in accordance with applicable state and federal law, and administrative regulations and procedures developed by the Superintendent and staff.

No employee, officer or agent of the Morehouse Parish School Board shall participate in the selection, award, or administration of a contract or purchase of supplies, materials and equipment if a conflict of interest, real or apparent, would be involved. School Board employees shall neither solicit nor accept gratuities, favors or anything of monetary value from vendors, contractors, potential contractors, or parties to subagreements. All purchasing shall comply with the U.S. Department of Education *General Administrative Regulations* (EDGAR), the *Louisiana Public Bid Law*, the *Louisiana Code of Governmental Ethics*, the *Louisiana Procurement Code*, and applicable state or federal regulations, as applicable.

### PROCUREMENT METHOD

<b>Procurement Methods</b>	<b>State Requirement Title 38 La. Bid Law R.S. 38:2212.1</b>
<b>Micro Purchases</b> (new method)	Purchases less than \$1,000 No competitive process required.
<b>Small Purchases</b> (Informal)	\$1,000 - \$30,000 3 or more quotes required for \$30,000 or greater; and suggested but not required for below \$30,000.
	\$30,000 - \$60,000     Solicit 3 or more quotes.
<b>Sealed Bids</b> (formal advertising)	Materials and Supplies Exceeding \$60,000 Public Works Exceeding \$154,450 Publicly bid and award to lowest responsible bidder

<b>Competitive Proposals</b>	Materials and Supplies Exceeding \$60,000 Public Works Exceeding \$154,450 Publicly bid and award to lowest responsible bidder.
<b>Noncompetitive Proposals – Sole Source Purchases</b>	Sole source purchases are appropriate only under the circumstances listed below. These circumstances must be adequately documented.  1. The item procured is only available from a single source; 2. The purchase is in response to a public emergency that will not permit a delay resulting from the competitive process; 3. The purchase is expressly authorized by awarding or pass-through agency in response to written request from the School Board; or 4. After soliciting a number of sources competition is deemed inadequate. Process must be adequately documented.

The School Board may choose by resolution to adopt the *Louisiana Procurement Code* in part or in its entirety. The School Board may also purchase from vendors with state contracts that have been pre-approved by the *Office of State Procurement (OSP)*.

**USE OF FEDERAL FUNDS**

All procurement of materials, supplies, and services, as well as the construction of public works, funded in whole or in part with federal funds shall comply with the requirements contained in Title 2, Section 200, of the Code of Federal Regulations. All procurements using federal funds, in whole or in part, shall employ one of the procedures identified in 2 CFR 200.320, if more stringent than those procedures required by Louisiana law. Should the School Board adopt the Louisiana Procurement Code, whether in part or in its entirety, the accompanying administrative regulations as promulgated in the Louisiana Procurement Code, as well as guidelines and policies issued by the Louisiana's Office of State Purchasing relevant to the particular adoption(s) may be applicable to the purchase, if more stringent.

**Solicitations from Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms**

When spending federal funds, the Morehouse Parish School Board shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;

## PUBLIC WORKS

The Morehouse Parish School Board shall advertise and let by contract, except in cases of emergencies as provided below, all public work exceeding \$154,450 or such sum as allowed by law, including labor, materials, equipment, and administrative overhead not to exceed fifteen percent (15%). The contract shall be awarded to the lowest responsible bidder who has bid according to the contract, plans, and specifications advertised. Public works which are estimated to cost less than the contract limit may be undertaken by the School Board with its own employees.

As an evidence of good faith of the bidder, the School Board shall require bidders for construction, improvement, repair, or other work to attach to the bid submitted, a bid bond, certified check, or cashier's check for not more than five percent (5%) of the contract work to be done. The School Board may require a bid bond or certified or cashier's check of not more than five percent (5%) of the estimated price on bids taken for supplies and materials.

When any bid is accepted for construction or doing any public works, a written contract shall be entered into by the successful bidder and the School Board, and the successful bidder shall furnish a bond in an amount not less than one-half of the amount of the contract, for the faithful performance of his or her duties.

When using state or locally generated funds, under no circumstances shall there be a division or separation of any public work project into smaller projects, which division or separation would have the effect of avoiding the requirement that public work be advertised and let by contract to the lowest responsible bidder in accordance with statutory provisions.

The School Board shall retain the option of requiring all bids that are let out for public works be submitted electronically.

## MATERIALS AND SUPPLIES

All purchases of materials or supplies exceeding the sum of \$60,000 shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised. In addition, purchases of materials or supplies of at least \$30,000, but not more than \$60,000, shall be made by obtaining not less than three (3) documented quotations. A written confirmation of the accepted offer shall be obtained and made a part of the purchase file. The School Board may require a written contract or bond when purchasing the materials or supplies. If quotations are received that are lower than the quote accepted, a notation shall be entered into the file as to the reasons for rejection of the lower quotes. Provided the cost and quality of products are equal, preference shall be given for purchase of materials or equipment offered by Louisiana

REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES  
IN MOREHOUSE PARISH .

The following rental fees shall be charged for programs sponsored by private individuals, private business concerns, or any other non-school groups that charge admission.

I. Auditorium

- a. Each professional performance \$500.00 (2 hours)
- b. Each local talent performance \$150.00 (2 hours)
- c. Each rehearsal \$75.00 (2 hours)
- d. When air conditioning or heat is used for an additional rehearsal or performance a fee of \$30.00 per hour will be charged.
- e. An additional \$25.00 per hour will be charged for each hour or fraction of an hour that a program or rehearsal runs over two hours.
- f. A school employee must be present to act as supervisor for each performance or rehearsal. This supervisor is to be paid \$25.00 per hour with a minimum of 2 hours.
- g. Custodian-\$15.00 will be charged for each custodian needed

Gymnasium (when used as such)

- a. Night or day \$150.00
- b. A tournament not to exceed one day and two nights \$350.00
- c. If heat or air conditioning is used, an additional \$30.00 per hour will be charged.
- d. When used for other types of activities, charges will be the same for the auditorium.

In case of civic and religious groups that do not charge admission, a fee of \$75.00 will be charged, plus \$30.00 per hour when heat or air conditioning is used. A school employee must be present to act as supervisor for each performance or rehearsal. This supervisor is to be paid \$25.00/hour. If custodians are required, \$15.00/hour will be charged for each custodian.

(Exceptions for cafeterias: \$37.50/hours will be charged for use of cafeteria; an \$25.00 per hour will be charged for Kitchen Rental and \$20.00 per hour for use of serving lines. A supervisor's fee of a minimum of \$25.00/ hours. If extra help is needed technician shall be paid \$15.00 per hour. If custodians are required a fee of

\$15.00/hour per custodian shall be charged. A heat/air conditioning charge of \$20.00 per hour will be charged.

- C. All contracts for non-school related activities will be issued by the Superintendent or his designee. All terms and charges are to be explained and agreed upon at the time the facility is initially reserved. All deposits and 50% of the rental fees must be paid prior to the event being held. The remainder is to be paid within 5 working days of the event.
- D. A deposit of \$150.00 will be required for breakage. If no breakage occurs, the deposit will be returned to the renter.
- ✓ E. All fees shall be paid to the Superintendent or his designee. Schools shall be reimbursed 25% of the charges levied on non-school sponsored or related activities.
- F. No principal is authorized to permit the use of their school's facilities by outside agencies without compliance with School Board policy.
- G. A monthly report as to the usage of school buildings shall be submitted to the superintendent or his designee.

#### General Regulations

1. School property is to be left in a suitable condition (cleanliness etc.)
2. Smoking is strictly forbidden, as well as use of all open flames such as matches, candles, etc.
3. No school property is to be moved from its present location.
4. Corridors, exits, and stairways must be free of all obstructions at all times.
5. No intoxicants allowed on school board property or buildings at any time.
6. No cold drink bottles to be taken into auditoriums or gymnasiums because of safety factor.
7. No commitment for continuous use of buildings will be made.
8. The school's use of its facilities will take precedence over any request.
9. Any rules not specifically indicated will be left to the discretion of the principal concerned.
10. Any agreement between the Sheriff in regard to a youth program in the summer should be negotiated between the Sheriff and the Principal of the school to be used.
11. Any request to have religious services of any nature - specifically preaching - must be brought to the Board for action.
12. Use of a stadium, when that school is not a participant in the event taking place, should have the approval of the school board. In such case a rental fee plus money for utilities will be charged. The rates would vary according to the facility used.
13. No weddings, wedding receptions, and/or wedding rehearsal suppers will be permitted.
14. With any requests for schools to be used for funerals, the principal will contact the Superintendent to determine whether or not it is for a current or former employee, and/or for a current or former student and the holding of the funeral would not be against board principles and beliefs.
15. Any nonprofit organization which has utilized Bastrop High School and/or other school facilities for at least ten years during the summer months when school is not in session for the purpose of a day camp for youth shall be granted a 90% reduction in charges for use of school facilities for up to four days in the summer for the purpose of conducting a camp for youth. Permission for the use of any facility must be obtained from the principal of the school and approved by the Superintendent.

***TIMEKEEPING POLICY FOR NONEXEMPT EMPLOYEES***

- I. Beginning with the 2006-2007 school year, all nonexempt employees will be required to have work time kept and recorded as follows:
- A. Employees at school such as secretaries, clerical employees, paraprofessionals, custodians shall use a time clock in the main office.
  - B. Cafeteria workers shall use a time clock in the cafeteria or a like timekeeping system. In the event a cafeteria worker works after normal school hours for extra events and a time clock or like timekeeping system cannot be utilized, the worker shall use a sign-in sheet to indicate the time the worker began work and ended work and it shall be signed by the employee.
  - C. Central office employees, resource center employees, **bus drivers and bus aides** and employees at other sites operated by the Morehouse Parish School Board shall utilize a time clock except bus aides and bus drivers **whose bus is not parked at the bus barn.**
  - D. **Bus drivers and bus aides whose bus is not parked at the bus barn** shall be required to log on a time sheet each morning and each afternoon the beginning and ending time of their routes. Time spent in pre-trip inspections, post-trip inspections, cleaning up the bus, picking up students for other drivers who may have delays, delays experienced for mechanical problems or accidents and filling out paperwork associated with the route shall be considered hours of work for the purpose of reporting their time.
  - E. No employee may work overtime or compensatory time hours without prior written approval by his or her direct supervisor, on the form attached to this policy.
  - F. All nonexempt employees are given a scheduled lunch break day of at least thirty (30) minutes. Each nonexempt employee must clock out at the beginning of the lunch break and must clock in at the end of the lunch break, no matter at which site an employee may be working.
- II. Accruing of overtime - comp time
- A. Nonexempt employees who work at the schools, other than cafeteria workers, shall be given a choice of either overtime pay or compensatory time.
  - B. Nonexempt central office, resource center, other school site employees and other nonexempt employees not enumerated below (except maintenance employees and school bus operators) shall be given a choice of overtime or comp time.
  - C. Cafeteria workers shall be paid overtime wages.
  - D. Maintenance employees shall be paid overtime wages.

INTRADISTRICT PUBLIC HIGH SCHOOL PROGRAM  
OF CHOICE

A. For the purposes of this policy "program of choice" shall mean a public high school program that allows a student to concurrently pursue a high school diploma and one of the following:

- (1) A postsecondary degree, credential, or certificate;
- (2) A state-registered apprenticeship or pre-apprenticeship.

B. A student may enroll in program of choice offered within his school system, without regard to attendance zones, provided that both of the following apply:

- (1) The program of choice and the high school offering the program have available capacity at the appropriate grade level.
- (2) The program of choice is not offered at the public high school in which the student was most recently enrolled or would otherwise attend.

C. The governing authority of each public high school shall adopt policies to govern student transfers to each program of choice that include:

- (1) A definition of "capacity" for each high school and each program of choice.
- (2) The transfer request period, which shall begin no later than March first and end no earlier than March twenty-eighth, annually.
- (3) The transfer request shall be presented to the office of the Supervisor of Child Welfare & Attendance. The Superintendent, or his designee, shall be authorized to develop any additional administrative regulations and procedures necessary for governing students seeking enrollment pursuant to this policy.



- (4) If a student is denied the requested transfer the student may request a review of the denial of the transfer by the State Board of Elementary and Secondary Education.

D. The governing authority of each public high school shall:

- (1) Partner with local businesses and public postsecondary education institutions to grow programs of choice that are relevant to the school's local area and to the state and that lead to careers in high-demand, high-paying fields.
- (2) Work to ensure that programs of choice are evenly distributed, to the greatest extent possible, among the high schools in the school system.

E. The authority to enroll a student in a program of choice shall not be permitted and shall not be exercised if doing so violates an order of a court of competent jurisdiction.

F. The provisions of this policy shall not be construed as requiring a high school or a program of choice with selective admission requirements to enroll a student who does not meet the admission requirements, regardless of whether the school or program of choice has available capacity.